

## **FIRE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible, non-supervisory clerical positions, the primary duties of which include receiving department records and reports, operating a computer and word processor to enter information from the reports into department files, and retrieving information from these files when required. The Fire Records Clerk also devises and maintains a filing system for reports, records, forms, and correspondence, posts entries into accounting ledgers and balances these ledgers at the end of the month, and answers telephone calls for an assigned division of the department. Employees of this class receive some supervision, but work independently on routine assignments. Fire Records Clerks report to and have work reviewed by the Secretary to the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the position.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Enters routine information in department records, such as accounting records, personnel records, or information files. Operates a computer terminal and a word processor in order to enter or retrieve information from files.

Sets up a filing system. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate; revises such systems when necessary. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files.

Fills out forms or records required. Compiles and organizes data needed for reports. Types letters, forms, memos, statements, formal reports, or other documents assigned by superiors.

Keeps records of the money and assets of an assigned division of the department. Prepares payroll records. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Compiles information to be used in developing the departmental budget. Prepares purchase requisitions according to department procedures.

Sorts and distributes mail to the proper person, section, or office. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative, following departmental procedures or oral or written directions from superiors.

Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Keeps records for superiors of schedules; notifies superiors of appointments, meetings, or other scheduled events.

Operates copying or duplicating equipment, calculators, or adding machines to assist in making mathematical computations, when required.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

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